COOKIE POLICY

REED & MACKAY

CONTENTS

POLICY STATEMENT

Reed & Mackay uses cookies on its websites, in social media, in emails and apps. Reed & Mackay is committed to ensuring that all parties interacting with Reed & Mackay through the use of these media have the information available to remain informed of, and accept or reject, Reed & Mackay's use of cookies.

This policy describes what cookies are, how and why Reed & Mackay uses them and how long they are retained for. It also gives guidance for website users on rejecting and deleting cookies.

POLICY COMPLIANCE

The Governance, Risk Management & Compliance department is responsible for identifying relevant statutory, regulatory and contractual requirements that the company must adhere to. The IT Department is responsible for ensuring the Cookie Policy remains appropriate to all applicable communications media and reflects advances in technology and best practice.

It is the responsibility of all parties interacting with Reed & Mackay through the Reed & Mackay website, email, social media and Reed & Mackay apps to remain informed of, and accept or reject, Reed & Mackay's use of cookies.

If you do not understand the implications of this policy or how it may apply to you, seek advice from the Head of Governance, Risk Management and Compliance.

POLICY GOVERNANCE

RESPONSIBLE	Group CTO, Head of Governance, Risk Management & Compliance
ACCOUNTABLE	Group CTO
CONSULTED	Chief Executive Officer, In-House Legal Council, Marketing Director, Communications Director, Group CTO, Group CFO
INFORMED	All employees and all, parties interacting with Reed & Mackay through the Reed & Mackay website, email, social media

REVIEW AND REVISION

This policy will be reviewed as it is deemed appropriate, but no less frequently than annually.
Policy review will be undertaken by the Group CTO, Marketing Director and the Head of Governance, Risk Management & Compliance.

PURPOSE

Reed & Mackay have created a Cookie Policy to ensure that all parties interacting with Reed & Mackay through the Reed & Mackay website, email, social media and Reed & Mackay apps have the information available to remain informed of, and accept or reject, Reed & Mackay's use of cookies.

This policy describes what cookies are, how and why Reed & Mackay uses them and how long they are retained for. It also gives guidance for website users on rejecting and deleting cookies.

The policy is line with the GDPR requirements for parties to be informed of and consent to the use of their personal data, and supplements Reed & Mackay's Privacy Policy, Data Protection Policy and Data Retention Policy in this respect.

SCOPE

This policy applies to developers of, and all parties interacting with, Reed & Mackay through the Reed & Mackay website, email, social media and Reed & Mackay apps.

DEFINITIONS

See definitions in the "Policy Wording for Reed & Mackay Website" section below.

POLICY WORDING FOR REED & MACKAY WEBSITE

The following is the Cookie Policy wording incorporated into the Reed and Mackay website. Any changes to the policy are reflected in this statement and updated on the website.

COOKIE POLICY

Reed & Mackay uses cookies on its websites. By continuing to browse any of our websites you accept the use of cookies in accordance with this cookie policy. In particular, you accept the use of cookies for the purposes described below.

If you do not accept the use of our cookies, you may change your browser settings in order that cookies are rejected or you are warned when a cookie is sent.

WHAT ARE COOKIES?

Cookies are text files containing small amounts of information which are downloaded to your computer or mobile device when you visit a website. Cookies are then sent back to the originating website on each subsequent visit, or to another website that recognises that cookie.

Cookies are useful because they allow a website to recognise a user's device. Cookies do lots of different jobs, like letting you navigate between pages efficiently, remembering your preferences, and generally improving the user experience.

HOW LONG ARE COOKIES STORED?

Cookies are stored either on your hard disk (permanent cookie) or in your computer RAM (session cookie).

SESSION COOKIES: Session cookies are generated by our website when you start your visit and contain a randomly generated individual ID number allocated to your computer. These cookies become invalid and are deleted as soon as you close your browser.

PERMANENT COOKIES: Wherever possible, we use permanent cookies whose validity does not automatically extinguish when you close the browser. These cookies are stored in your device and remain in place for as long

as they are valid or are deleted. Each time you visit our website the website then identifies any cookies stored on your device.

TYPES OF COOKIES AND THEIR PURPOSE:
We may use the following cookies:

- **STRICTLY NECESSARY COOKIES.** These are cookies that are required for the operation of our website. They include, for example, cookies that enable you to log into secure areas of our website, use a shopping cart or make use of e-billing services.
- **ANALYTICAL/PERFORMANCE COOKIES.** They allow us to recognise and count the number of visitors and to see how visitors move around our website when they are using it. This helps us to improve the way our website works, for example, by ensuring that users are finding what they are looking for easily.
- **FUNCTIONALITY COOKIES.** These are used to recognise you when you return to our website. This enables us to personalise our content for you, greet you by name and remember your preferences (for example, your choice of language or region).
- **TARGETING COOKIES.** These cookies record your visit to our website, the pages you have visited and the links you have followed. We will use this information to make our website and the advertising displayed on it more relevant to your interests. We may also share this information with third parties for this purpose.

You can find out more about the individual cookies we use and the purposes for which we use them in the table below:

Creator	Cookie Name	Validity	Description
Google Analytics	_ga	2 years	This helps us count how many people are visiting our sites by tracking if you've visited before.
Google Analytics	_gid	24 hours	This helps us count how many people are visiting our sites by tracking if you've visited before.
Google Analytics	_gat	10 minutes	Used to manage the rate at which page view requests are made.
Microsoft .NET Framework	.ASPXAUTH	Session	Helps determine that you are signed into our site.
Microsoft .NET Framework	ASP.NET_SessionId	Session	Allows us to manage changes you make between different pages.
Reed & Mackay	RememberedUserName	30 days	Optional – created when you select "Remember me" on sign-in.
Reed & Mackay	HideCookieBanner	30 days	Created when you accept the cookie terms so we don't ask you on every visit.
Reed & Mackay	ExternalLogin	30 days	Helps us improve the experience for customers using Single-Sign-On.
Reed & Mackay	culture	1 month	Determines language to use prior to user authentication and knowledge of the account.
Application Insights	ai_session	30 minutes	For use in App insights monitoring
Application Insights	ai_user	18 days	For use in App insights monitoring
Reed & Mackay	__RequestVerificationToken	Session	Anti forgery token to prevent CSRF

We use Google Analytics to analyse the use of this website. Google Analytics generates statistical and other information about website use by means of cookies, which are stored on users' computers. The information generated relating to our website is used to create reports about the use of the website. Google will store this information. Google's privacy policy is available at: http://www.google.com/privacypolicy.html

Please note that third parties (including, for example, advertising networks and providers of external services like web traffic analysis services) may also use cookies, over which we have no control. These cookies are likely to be analytical/performance cookies or targeting cookies.

REED & MACKAY

REJECTING COOKIES
Most browsers allow you to refuse to accept cookies. e.g.:

In Internet Explorer you can refuse all cookies by clicking "Tools", "Internet Options", "Privacy", and selecting "Block all cookies" using the sliding selector
In Firefox you can block all cookies by clicking "Tools", "Options", and un-checking "Accept cookies from sites" in the "Privacy" box.
You block cookies by activating the setting on your browser that allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of our site.

DELETING COOKIES
You can also delete cookies already stored on your computer:

In Internet Explorer, you must manually delete individual cookie files;
In Firefox, you can delete cookies by, first ensuring that cookies are to be deleted when you "clear private data" (this setting can be changed by clicking "Tools", "Options" and "Settings" in the "Private Data" box) and then clicking "Clear private data".

Please refer to your browser vendor for further information.

If you have deleted one or more cookies, we may still use information collected from cookies prior to your disabled preference being set, however, we will stop using the deleted cookie to collect any further information.

COOKIES IN EMAILS
As well as the cookies we use on our website, we use cookies and similar technologies in emails. These help us to understand whether you've opened an email and how you've interacted with it. Cookies may also be set if you click on a link within the email.

COOKIES IN SOCIAL MEDIA
We also use cookies on our social media sites which are used when you share information using a sharing button or "like" button, or when you click on links on the official Reed & Mackay social media pages on sites such as Facebook, Twitter or Linked In. The companies that deliver this functionality, and the operators of the sites, will record that you have done this and this information may be linked to targeting/advertising activities.

APP USE INFORMATION
When you access our R&M/Mobile (App) on a mobile device, we may use technologies that enable us to receive information from your device about the screens you have viewed.

The App use third parties services such as Google Analytics and other similar services to collect this usage data, along with personally identifiable information such as personal details, device identifier or location. The data collected helps us to enhance your experience using the App and allows us to provide you with more relevant content.

QUERIES
If you have any questions about our cookies or this Cookies Policy, please contact grc@reedmackay.com.

ROLES & RESPONSIBILITIES

Ultimate responsibility for Data Protection and Privacy lies with the Chief Executive Officer and is managed on a day to day basis by the Head of Governance, Risk Management & Compliance. The Communications Director, Marketing Director and Group CTO have specific responsibility for ensuring the use of cookies from the Reed & Mackay website, email, social media, and Reed & Mackay apps are in line with this policy.

It is the responsibility of all parties interacting with Reed & Mackay through the Reed & Mackay website, email, social media and Reed & Mackay apps to remain informed and accept or reject Reed & Mackay's use of cookies.

AWARENESS & TRAINING

The Cookie policy is readily accessible internally via the intranet and also publicly upon request. The details of cookies used are available on the Reed & Mackay website, as described above.

QUERIES

To discuss any matter relating to the Cookie Policy, contact the Governance, Risk Management & Compliance department or Group CTO.